



Crafts Council Recruitment Privacy Statement

The Crafts Council regard's good management of personal data as crucial to the success of our business. We ensure that Crafts Council respects privacy and treats personal data lawfully and correctly. As a business we process a range of personal information about recruitment candidates for a number of different purposes.

All recruitment at the Crafts Council follows a formal recruitment process prior to entering into a contract of employment.

What information is collected?

Crafts Council collects a range of information about candidates as part of the recruitment process. This includes:

- your personal contact information, including email address and telephone number;
- information about your previous work experience, skills and abilities;
- whether you require reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- whether you would like to apply for a role under our Guaranteed Interview Scheme

Candidates will also be asked to complete an equal opportunities monitoring form, this is entirely at the candidate's discretion and the information we collect helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse.

Crafts Council collects this information in a variety of ways. For example, data might be contained in application form or CV, obtained from your passport or other identity documents, or collected through interviews or assessment tests.

We will also collect data about you from third parties, such as references supplied by former employers. The organisation will seek information from third parties only once a job offer to you has been made.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

How will Crafts Council use my information?

The information provided during the recruitment process on the application form will be used to decide whether a person is suitable for a particular role. Following your application, the legal basis for this processing is in order to take steps prior to entering into a contract.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, we must check a successful applicant's eligibility to work in the UK before employment starts.

The information provided on the equal opportunities form is separated from the application information and forms no basis for a candidate's suitability for the role. This information is monitored to ensure that Crafts Council fulfils its commitment to equality of treatment regardless of gender, marital status, nationality, ethnic origin, disability, sexuality, age and religion. This data will be anonymised. It will not be used for any other purpose nor will it inform any decision taken during the application or employment process.

Will my information be passed to anyone else?

Information that you provide will be passed to those in Crafts Council who are part of the recruitment panel for the purposes of shortlisting for the role. This does not include the equal opportunities form which is separated from the application. Crafts Council may share your data with external individuals involved with the recruitment. You will be notified if this is the case when you are invited to interview. They will be required to dispose of this information following the completion of the interview process.

Crafts Council may pass certain information to the Disclosure and Barring Service, if the role for which you are applying is subject to disclosure checks. These processors may only act on our instructions.

Your information is not passed to any other third party or recipient.

Will my information be transferred internationally?

Information relating to any recruitment process is not transferred internationally.

What happens to my information when it is no longer required?

Information relating to unsuccessful applications will be retained for six months from the date of appointment of the successful candidate. After this time it is securely destroyed and no record of the application will be retained.

If candidates would like to specifically request we securely destroy their information before this time they should email recruitment@craftscouncil.org.uk

Unless stated otherwise information relating to the successful candidate usually forms part of an employment contract and will be retained for 6 years from the date employment is terminated for any reason.

Information is securely disposed of when it is no longer required.

What happens if I send a speculative CV to Crafts Council?

Crafts Council are unable to accept speculative CVs. Any CV sent to us which is not associated with a specific role will be destroyed / deleted immediately.

What are my rights under GDPR?

Aside from the right to receive information from Crafts Council on how we process your personal data all candidates have the following rights:

- The right of access to their own personal data, a description of how it is being used, the source, how to exercise their rights and to complain etc.
- The right to rectification
- The right to erasure ('right to be forgotten')
- The right to restriction of processing
- The right to data portability
- The right to object
- The right not to be subject to automated individual decision-making and profiling

If you would like to request any of these rights please contact us via -

Email: dpa@craftscouncil.org.uk

Post: Data Processing Officer; Crafts Council, 44a Pentonville Road, London, N1 9BY

What if you do not provide personal data?

You are under no obligation to provide data to Crafts Council during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

You have a right not to be subject to automated decision-making. We do not currently have any automated decision-making processes in place during the recruitment process.